

## Student Learning Outcomes

### COUR-2009

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#### Five College Learning Outcomes:

**1. Written, Oral and Visual Communication:** *Communicate effectively in writing, orally and/or visually using traditional and/or modern information resources and supporting technology.*

**2. Scientific and Quantitative Reasoning:** *Locate, identify, collect, and organize data in order to then analyze, interpret or evaluate it using mathematical skills and/or the scientific method.*

**3. Critical Thinking:** *Differentiate between facts, influences, opinions, and assumptions to reach reasoned and supportable conclusions.*

**4. Problem Solving:** *Recognize and identify the components of a problem or issue, look at it from multiple perspectives and investigate ways to resolve it.*

**5. Information Literacy:** *Formulate strategies to locate, evaluate and apply information from a variety of sources - print and/or electronic.*

#### I. Degrees and Certificates

##### 1. What degrees and certificates does your discipline offer?

Degrees:

A.S. Court Reporting

A.S. Machine Shorthand Specialist

Certificates:

Court Reporting

Machine Shorthand Specialist

##### 2. Keeping in mind the five College Learning Outcomes above as well as what your discipline specifically requires of your graduating students, what should students be able to do when they have completed your discipline's requirements for each degree or certificate?

In the College of Marin Court Reporting Program learners develop an understanding of when and how to apply the court reporting process in the field.

Learners will be able to "qualify" to take the California Certified Court Reporters licensing examination (CSR) by completing the minimum curriculum required by the Court Reporters Board of California.

Learners will be able to meet the demands of the profession of court reporting:

Excellent written and oral communication

Time management

Ethical behavior

Excellent proofreading skills

Excellent technology skills

**3. How do students in your program demonstrate that they meet each of the college-wide learning outcomes? What courses, activities, and/or projects are students required to complete that relate to each outcome?**

**i. Written, Oral and Visual Communication**

Learners are required to complete a minimum of two transcripts per week.

Learners are required to simulate the role of the court reporter by reading back testimony during class.

Learners are required to adhere to specific transcript formatting standards.

**ii. Scientific and Quantitative Reasoning**

Court reporters are not required to do scientific analysis.

**iii. Critical Thinking**

Court reporting learners must do a lot of self-analysis of their work product.

Court reporting learners are constantly analyzing their stenographic notes to be sure their translation into English makes contextual sense.

Court reporting learners must exercise judgment in hypothetical situations presented in the Procedures and Ethics class, the Legal Terminology class, and the Law Library Skills class.

**iv. Problem Solving**

Court reporting learners utilize problem-solving skills in the Computer-Assisted Transcription class. The learners must make decisions involving proper layout of the transcript and how to resolve transcript editing issues.

**v. Information Literacy**

Court reporting learners must be technology literate. Court reporting learners utilize online resources for creating, managing, transmitting, and archiving information on a daily basis.

**II. General Education:**

**1. Does your discipline offer any classes which count for general education requirements?**

None

**2. Which General Education courses in your discipline address the each of the five College Learning Outcomes? Please list courses for each of the following:**

**i. Written, Oral and Visual Communication**

BUS 141, Intermediate Business English

COUR 165, Legal Terminology

COUR 166, Law Library Skills

COUR 167, Procedures and Ethics for the Court/Deposition/CART Reporter

**ii. Scientific and Quantitative Reasoning**

COUR 169A, Computer-Assisted Transcription

COUR 169C, Rapid-Data Entry

COUR 169D, Stenocaptioning

### **iii. Critical Thinking**

COUR 165, Legal Terminology

COUR 166, Law Library Skills

COUR 167, Procedures and Ethics for the Court/Deposition/CART Reporter

COUR 169A, Computer-Assisted Transcription

COUR 169C, Rapid-Data Entry

COUR 169D, Stenocaptioning

### **iv. Problem Solving**

COUR 165, Legal Terminology

COUR 166, Law Library Skills

COUR 167, Procedures and Ethics for the Court/Deposition/CART Reporter

COUR 169A, Computer-Assisted Transcription

COUR 169C, Rapid-Data Entry

COUR 169D, Stenocaptioning

### **v. Information Literacy**

COUR 169A, Computer-Assisted Transcription

COUR 169B, Transcript Preparation/Formatting

COUR 169C, Rapid-Data Entry

COUR 169D, Stenocaptioning

## **III. Course Level Outcomes:**

### **1. Do all of your Course Outlines of Record include Student Learning Outcomes? If not, are you revising them?**

Yes.

### **2. What percentage of faculty members in your discipline include SLOs in their course syllabi?**

100%

### **3. Assessment:**

#### **i. How often do you assess these SLOs?**

At least weekly in the skill-based classes:

COUR 110

COUR 112

COUR 115F,J,S,T

COUR 125F,J,S,T

COUR 150F,J,S,T

COUR 175F,J,S,T

COUR 200J,T

COUR 210A,B,C

COUR 225J,S,T

The academic class SLOs are assessed frequently each semester.

**3. Assessment:**

**ii. In the last two years every discipline developed SLOs specifically related to College Learning Outcome #3: Critical Thinking. Have you assessed this or any of the stated Student Learning Outcomes in your course outlines over the last year? If so, please summarize the results.**

Yes. All of our SLOs are resulting in the intended outcomes.

In the classes requiring critical thinking our learners demonstrate successful application of critical thinking concepts as evidenced by high percentage of passing grades.

The State licensing examination for court reporters, the CSR, requires considerable critical thinking. Our learners perform in an exemplary fashion on this portion of the CSR.

**3. Assessment:**

**iii. What improvements have you made or do you plan to make in the future?**

Our current assessment tools seem to be adequate. We will explore new options if and when they present themselves.

**3. Assessment:**

**iv. What do you plan to assess this year? Who will you assess? How will you assess?**

The Court Reporting Program is predominantly skill based. Our learners' skills are assessed daily. Skills are assessed on-the-spot by performance demonstrated in class.